

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Secretariat Buildings – Accommodation – Allotment of Room No.210 & 211, South H-Block for conducting training classes to the Officers and Staff of Secretariat by Dr. MCR-HRD Institute of A.P., Hyderabad – Orders – Issued.

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GENERAL ADMINISTRATION (SB.1) DEPARTMENT

G.O.Rt.No.5688

Dated 21<sup>st</sup> December, 2011

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Training to Officers and Staff on management systems/office procedures / file management etc., on a regular basis to improve their skills is engaging the attention of Government. The A.P.Secretariat Officers Association is also represented to Government in this regard.

2. The matter has been examined carefully and decided to have a permanent training centre in the premises of Secretariat. Dr.MCR-HRD Institute of A.P., Hyderabad shall conduct training classes to the officers and staff of Secretariat.

3. Therefore, after examination of the matter, Room Nos.210 & 211, 2<sup>nd</sup> floor, South H-Block is earmarked for conducting Training classes by Dr. MCR-HRD Institute of A.P., Hyderabad to the Officers and Staff of Secretariat on Business Rules, SOM, File Processing/Management etc. The Training Hall shall be under the control of General Administration (SB.II) Dept.

4. The General Administration (SB.II) Department shall take necessary action.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

AJAY MISRA  
PRINCIPAL SECRETARY TO GOVT.(POLL.)

To  
The General Administration (SB.II) Dept.

Copy to;

The Genl.Admn.(GPM&AR) Dept.

The Director General,  
Dr.MCR-HRD Institute of A.P.,  
Hyderabad.

Sf.

// Forwarded :: by Order //

SECTION OFFICER